

MEMORANDUM FOR QA Account Users

SUBJECT: Guide for Submitting Requests for User Accounts

1. All individuals requiring access (account) to QA VIEWER, Computer Aided Requirements System (CARS) (TDP Tracker), Technical Data Configuration Management System (TDCMS), Engineering Changes at Light Speed (ECALS), Joint Engineering Data Management Information and Control System (JEDMICS), Web Technical Data Packages (WebTDP), and/or Joint Computer-aided Acquisition and Logistics Support (JCALS) are required to submit a User Account Request form.
2. Applicants are to be aware that assigned passwords are classified "sensitive information" in accordance with AR 380-19, Information Systems Security, and are to be handled accordingly. Failure to abide by the above will result in the loss of the individual's privilege to an account ID and password. Submission of the application asserts that you understand and agree that you are responsible for your password's protection. You will comply with instructions provided to you. You will not divulge your password to any unauthorized person. You will report, to the appropriate Security Officer, any problem you may encounter in the use of passwords or any misuse of passwords by others.
3. All requested information is to be provided. Failure to provide complete, accurate and legible information will delay or prevent the processing of this request.
4. In order to control and maintain proper auditing of users it is regulated that each individual acquire his/her own Account ID and password.
5. Complete the User Account Request form and send or fax copies with signatures to:

Commander
U.S. Army Armament Research, Development and Engineering Center
Quality Engineering Directorate
ATTN: AMSTA-AR-QAW-D/Bldg. 12
Picatinny Arsenal, NJ 07806-5000

Fax (973) 724-5288, DSN 880-5288.
6. Point of contact for this action is Ms. Sara Felio, <IDE_Account_Request@pica.army.mil>, DSN 880-5824 or Commercial (973) 724-5824, FAX (973) 724-5288 or DSN 880-5288.

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